

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

#T2123 COMMUNITY DEVELOPMENT COORDINATOR

***MONTHLY SALARY: \$6169 to \$7468**

***APPLICATION FILING PERIOD: FIRST DATE: November 4, 2005**

LAST DATE: December 21, 2005

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: **Proof of degree/transcripts must be submitted with your application.**

College graduation with a Bachelor's degree or equivalent education (i.e. minimum completed college level units=120 semester/180 quarter units).

-AND-

EXPERIENCE: Five years of full-time qualifying professional level experience as specified below.

***Qualifying Community Development experience must include performing the full range of PROFESSIONAL LEVEL duties related to at least one of the following areas of responsibility:** Economic Development; Redevelopment; Community Development; Business Finance; Development Projects; Business Expansion and Retention Programs; Small Business Assistance; Neighborhood Revitalization; Government-Assisted Housing Programs; Administrative/Budgetary Analysis; Finance/Accounting; Lending/Community Investment Programs; Nonprofit Contract Administration; Grant Administration; and/or Community Service Programs. **NOTE:** A Master's Degree in Public or Business Administration, Finance, Economics, Planning, Management, or a closely related field may be substituted for a maximum of one year of qualifying professional experience.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

***HIGHLY DESIRABLE QUALIFICATIONS:**

1. Experience supervising a professional Community Development staff.
2. Experience developing, implementing and marketing economic development and/or business assistance programs.
3. Working knowledge of California Community Redevelopment Law.
4. Specialized private sector finance, public finance, commercial or venture capital lending and loan underwriting experience.
5. Bilingual communication skills in English and any of the following languages: Spanish; Vietnamese.
6. Fluency in spreadsheet, database, presentation and word processing programs.

***DUTIES:** The Community Development Coordinator manages programs, redevelopment project areas and/or other special projects to support the City's Economic Development, Redevelopment or Community Service divisions; coordinates, assigns, supervises and evaluates the work of Community Development Specialists in economic development, redevelopment or community service projects or programs; assists the Deputy Director to facilitate the goals and objectives of the Division; prepares reports and conducts presentations; manages preparation of budgets and contracts; and performs other related duties as assigned.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the Application/Supplement for applicable education, experience, and/or training. **The City reserves the right to determine which qualifications shall be sufficient to meet the job requirements as stated on this announcement**, and to **ONLY** place the most qualified applicants on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/September 1, 2000/*Rev. 4 (11-04-05)/Class 1350

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER